

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☒ EXISTING POSITION ☐ UNCLASSIFIED

Part 1 - Items 1 through 12 to be completed by department head or personnel office.

| | | | | | |
|--|---|--|---------------------------|--------------------|------------------|
| 1. Agency Name Department for Children and Families | | 9. Position No. | 10. Budget Program Number | | Agency Number |
| 2. Employee Name (leave blank if position vacant) | | 11. Present Class Title (if existing position) | | | |
| 3. Division Family Services | | 12. Proposed Class Title Program Consultant I | | | |
| 4. Section: Prevention and Protection Services | For Use By Personnel Office | 13. Allocation | | Position Number | |
| 5. Unit: Assessment and Prevention | | 14. Effective Date | | | |
| 6. Location (address where employee works) Wichita SG City County | | 15. By | Approved | | |
| 7. (circle appropriate time) Full time X Perm. X Inter. Part time Temp. % | | 16. Audit Date: By: Date: By: | | | |
| 8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM To: 5:00 PM | 17. Audit Date: By: Date: By: | | | | |

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:
At this time, the units are working very independently in Wichita, meeting the needs of each unit. Back up is provided, but coordination is limited and tasks are not streamlined. In a service center with the volume of Wichita, a unit with one supervisor is needed to organize, streamline and direct the work to most efficiently meet the needs of all workers, especially in the current time of limited resources and vacancies.

The benefits include:

1. Unit cohesion, teamwork and support, which increases staff retention.
2. Equitability in workload and SW/SI support.
3. Consistency in work tasks, allowing the supervisor to increase accuracy and timeliness. This streamlines the work of Assessment/Prevention.
4. Ensures coverage, as time away would be coordinated and organized.
5. One supervisor would have knowledge of the work flow coming in to each unit and be able to direct the available staff to the tasks. The supervisor has a working knowledge of the big picture and organization needs, as well as the nuts and bolts of operationalizing daily work.

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

| Name | Title | Position Number |
|------------|-----------------------|-----------------|
| Amy Neuman | Program Administrator | |

Who evaluates the work of an incumbent in this position?

| Name | Title | Position Number |
|------------|-----------------------|-----------------|
| Amy Neuman | Program Administrator | |

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

This position is responsible for management of the Assessment and Prevention Support team for the Wichita Service Center. Latitude is given in using independent judgement and initiative in determining appropriate processes to produce desired outcomes. Meets with administrators to obtain approval, information and direction and to discuss problems relating to administration of services.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

| No. Each Task and Indicate Percent of Time | E or M | |
|--|--------|--|
| 50% | E | <p><u>Program Integrity and Resource Management</u></p> <p>Assists in management of the Wichita Service Center PPS A&P support resources, including staff, to ensure that their actions are consistent with program policies, rules and regulations.</p> <p>Assures effective working relationships with all DCF staff and community stakeholders and partners</p> <p>Monitors quality assurance through use of reports and data evaluations</p> <p>Analyzes data and plans for program improvement, corrective action and training</p> <p>Evaluates work flow, processes and protocols to identify efficient use of staff and fiscal resources</p> <p>Assures communication and documentation is maintained on staffing levels required to successfully meet outcomes, ensure program integrity and is adaptable to meet agency needs.</p> <p>Supervisor Human Support Assistance in completion/prioritization of the following job tasks.</p> <p>Intakes</p> <ul style="list-style-type: none">Assign Intakes to WorkersPrint out KIPS when Intake is assignedHelp Investigators find background informationMaintain tracking sheet of case assigned to each unitEnter Finding and/or FBA due dates to the workers calendars as requested –sending weekly prompts for when Findings/FBAs are dueSend NFA with open Family Preservation/Family Services to the contractor with their response added to KIPSPrint off NFAs from KIPS and add to fileFilter customer calls and make collateral calls <p>Referrals</p> <ul style="list-style-type: none">Complete and send Family Preservation Referrals |

| | | |
|-----|---|---|
| | | <p>Complete and send Foster Care Referrals</p> <p>Fill out demographic information and section 3b of CINC application</p> <p>Complete residential affidavit</p> <p>Supervise children in custody during the four hour wait with St. Francis if needed</p> <p>Financial</p> <p>Complete Client Service Agreements and follow through with sending to accounting, provider, and Social Worker. Complete PPS3465 when bill arrives</p> <p>Track unit allocation family service dollars spent – payment piece and non-payment Family Assistance</p> <p>Send Flex Funds Only referrals to MHA</p> <p>Miscellaneous</p> <p>Back up on Mail -Sort and deliver USPS and out stationed mail and put together suitcase for mail run.</p> <p>Notarize documents</p> <p>History on Critical Incidents</p> <p>EMCU</p> <p>Front Desk coverage</p> <p>Social Work Support</p> |
| 15% | E | <p><u>Leadership</u></p> <p>Fosters a commitment to support the agency in achieving its mission, vision and guiding principles</p> <p>Serves as an advocate for internal and external customers</p> <p>Models behavior expected of others and ensures relations with teams within the region, other regions, and PPS administration are constructive, demonstrate mutual support, trust and respect and values diversity.</p> <p>Attends and participates in agency related training and attends workshops to enhance skills necessary to perform tasks related to the position.</p> |
| 15% | E | <p><u>Communication</u></p> <p>Demonstrates open, honest, respectful and professional communication, encourages constructive expression of differing viewpoints</p> <p>Facilitates the resolution of conflicts</p> <p>Adapts communication style and approach to meet the needs of the situation</p> <p>Effectively communicates policy, the agency’s mission, vision and goals to staff and stakeholders</p> |
| 20% | E | <p><u>Human Resource Management</u></p> <p>Insures recruitment, selection and hiring actions meet civil service guidelines and personnel rules and regulations</p> <p>Sets and communicates expectations regarding performance, behavior, attitude and conduct that are measurable, understandable, verifiable and reasonable</p> <p>Confronts poor performance or behavior and addresses issues in a prompt manner according to personnel rules and regulations</p> <p>Effectively uses available tools to address poor performance, takes disciplinary action when appropriate and documents consistently</p> <p>Actively supports the development of knowledge and skills to perform at a high level</p> <p>Ensures necessary training and resources are available and utilized promptly</p> |

Creates and values a learning environment and provides recognition for efforts of others when high or improved performance is obtained

Promotes awareness of total quality management practices including a commitment to bring about positive organizational change through the use of processes, tools, education, recognition, and communication; fosters teamwork using a disciplined problem solving and decision making approach

Maintains an efficient compliment of staff and increases staff productivity by using personnel management, orientation and knowledge of state personnel policies and practices

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:

- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
(x) Plans, staffs, evaluates, and directs work of employees of a work unit.
() Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name

Title

Position Number

10 Human Services Assistants all located in the Wichita Region

23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
() Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
(x) Major program failure, major property loss, or serious injury or incapacitation.
() Loss of life, disruption of operations of a major agency.

Please give examples.

Incorrect policy implementation could result in major program failure, lawsuits, and civil actions. Misapplied or inappropriately applied policy could result in depletion of limited resources; affect the well-being of consumers, and loss of staff and federal funding. Children could be harmed or experience unnecessary trauma. Poor service delivery could affect community resources as well as provider participation in efforts to accomplish goals and objectives.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Daily contact with children and families who are referred/reported to the agency for services as well as daily contact with agency employees, including administrative and supervisory staff, community agencies, government officials, community leaders, and the general public. Contacts are in person, by telephone, or email to provide information regarding agency programs, policy, and procedures and to obtain input for evaluation, change, and to insure local and government cooperation.

25. What hazards, risks or discomforts exist on the job or in the work environment?

The overall administrative program responsibilities involve stress on a daily basis resulting from the volume of tasks and coordination with responding to request for guidance received from staff. Normal risks associated to working in an office environment. Must be able to travel, operate a motor vehicle, and be away from their home or office for periods of time when attending meetings, training and conferences.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Daily use of computer system, spreadsheet and database applications, printers, copier, fax machine, calculator, cellular and office telephone, all general office equipment, and vehicle to travel for business is required.

PART III - To be completed by the department head or personnel office

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

Education or Training - special or professional

Licenses, certificates and registrations

Special knowledge, skills and abilities

Experience - length in years and kind

Six months of experience in planning, implementing and monitoring activities relevant to the agency's programs. Education may be substituted for experience as determined by relevant by the agency.

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Must maintain security clearance throughout employment.

College degree with education or experience in administration, supervision, data analysis, disseminating information, policy analysis, computer use and software.

Signature of Employee Date

Signature of Personnel Official Date

Approved:

Signature of Supervisor Date

Signature of Agency Head or
Appointing Authority Date